

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena MT 59604

VACANCY ANNOUNCEMENT

January 10, 2007

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TITLE:	Administrative Assistant
POSITION NO:	14163
LOCATION:	Disability Services Division, Helena
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	10
STARTING SALARY:	\$21,493 annually is entry-level salary
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, January 25, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov

SPECIAL INFORMATION: A typing test obtained from the local Job Service office must be submitted at time of application. Must be able to type 40 (net) wpm.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position is responsible for direct supervision of one part-time secretarial employee and provides advanced administrative and secretarial duties within the Developmental Disabilities Program under the direct supervision of the Regional Manager. This employee is responsible for answering inquiries, composing correspondence, transmitting directives of supervisor to personnel and handling confidential materials with minimum supervision in a competent and effective manner. Monitors contract expenditures for accuracy and accountability; checks inventory and orders supplies as needed; interfaces with the public without supervision; handles solicitations and program inquiries on a daily basis; prepares reports, schedules meetings, assists with development of

policies, procedures and programs; and performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of DPHHS AWACS system, computer operations, contracting methods, accounting principles and TEAMS application; office management policies and procedures; tracking and record-keeping systems; and assisting individuals with developmental disabilities, their needs and the service system.

Skills: Skill in using personal computers, printers, calculator, fax machines, Windows, MS Outlook, Word, Excel, WordPerfect for Windows and databases; analyze and problem solve; and create and implement computer databases.

Abilities: Ability to follow written and verbal instructions; organize projects; account for work product; display initiative and flexibility; coordinate, compile and distribute informational data; track numerous details simultaneously; handle confidential, sensitive information about individuals and their families; handle tasks efficiently; establish and maintain effective working relationships and communicate effectively orally and in writing.

EDUCATION/EXPERIENCE REQUIRED: High school diploma or GED **AND** three years related office experience. Four years of college or technical school course work, which is job related, may be substituted for relevant experience. Equivalent combinations of education and experience will be considered. At least two years of word processing experience is preferred.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Copy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604;**

4. A typing test obtained from the local Job Service must be submitted at time of application. Must be able to type 40 (net) wpm; and
5. Supplemental questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services
Title: Administrative Assistant
Position: #14163
Location: Disability Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Describe your experience with word processing and spreadsheet computer software. (Please be specific as to dates and employers.)
2. Describe any office management or similar experience you have. (Please be specific as to dates and employers.)